



the circle

www.moscowgivingcircle.org

Request for Proposals

Our Vision

We are a friendly, fun-loving group of women who care deeply about Latah County, Idaho and are committed to making it a wonderful place to live. By pooling our money, we fund efforts that improve life for residents of our community, address local environmental concerns, and enhance community resources. The Circle is a participating member entity that has established a donor-advised fund with the Latah County Community Foundation (LCCF) located in Moscow, Idaho.

Our Goals

The Circle will provide a welcoming, empowering experience in philanthropy

The Circle will fund organizations and efforts that make our community a more vibrant place to live, improve the local environment, and serve individuals and families in need.

Our funding priorities are related to environment, women and children, social services such as poverty alleviation and housing, education, art and art education for schools. We intend to give three to five grants annually. Grants will generally range from \$3,000 and \$5,000, and will not exceed \$10,000.

2009-2010 Grantmaking Guidelines

Grant Specifics: The Circle has broad funding priorities. For the 2009-2010 funding cycle, we will accept proposals from all interest areas (as described above). However, we will prioritize projects that do **one or more** of the following:

use creative solutions to address a challenging problem;
enhance the quality of life in our community;
demonstrate that they meet a need.

Applicants must be 501(c)3 nonprofit organizations (or other eligible entities such as schools, libraries, etc.) based in Latah County, and serving Latah County. Grants will be awarded for one year. The Circle does not fund religious or political causes. Because our grants are small, the Circle is not as likely to fund general operating expenses or endowments.

Grantmaking Process: Interested and eligible groups are invited to submit a brief proposal. We will rank proposals based on the funding criteria described on the next page, as well as the overall merit of the program described. Finalists will be asked to submit additional information and give a brief oral presentation to the Circle members at our March 28th meeting. Circle members vote to determine the final grant recipients after the presentations meeting. Successful applicants will be notified by May 1, 2010.

Grant Reporting: Successful grant applicants will be asked to submit a brief project summary and photographs (or other artifacts) for The Circle's scrapbook and website. We also ask that a representative of your organization attend our annual celebration to share with the Circle about how the funding was used, and tell us about other upcoming work.



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2009-2010 Grant Application Instructions

Please submit the following information as a cover page with your application. Applications without this cover-page information will not be reviewed.

Name of organization

Mailing address and phone number

Website (if applicable)

Contact person, including telephone number and email address.

Please indicate if your organization has 501(c)(3) status. If not, please provide the name of your fiscal agent.

Amount requested for this grant

Total cost of project

One paragraph summary of your proposed program (no more than 150 words)

Please address the following (items 1-6 below). This proposal narrative, not including budget, should be about two pages, using a readable font and spacing. We really appreciate receiving proposals that follow this format exactly.

- A. Describe your organization and provide its mission statement
- B. Explain the work for which you are seeking funding
- C. Describe the purpose and the need for this project or work
- D. Explain how your project contributes to one or more of the following criteria:
 - use creative solutions to address a challenging problem;
 - enhance the quality of life in our community;
 - demonstrate that they meet a need.
- E. Describe the target population and geographic scope of the work
- F. Provide a budget for the work

If your project is selected as a finalist we will ask for the following additional information:

- A. Organizational budget
- B. List of other funding (including in-kind/volunteer) sources (secured and pending)
- C. Organization's board of directors
- D. Project timeline and completion date
- E. We will verify your 501(c)(3) status
- F. We may request additional information or clarifications pertaining to the project.
- G. We will request that someone from your organization give a brief oral presentation (10 minutes or so) at our March 28th Circle Member meeting, to talk about the project and answer questions.

Application Timeline and Contact Information

Grant applications and project narratives must be received on or before **February 3, 2010**. We prefer to receive applications via email (as a Word document or PDF file), but they may also be sent via standard mail.

Email applications to: grants@moscowgivingcircle.org

Mailing address:

The Circle
PO Box 8938
Moscow, ID 83843
208-882-5489

If you have questions please contact Andrika Kuhle, grants@moscowgivingcircle.org

Timeline

Grant applications available	December 13, 2009
Grant applications deadline	February 3, 2010
Determination of finalists	March 1, 2010
Additional information deadline for finalists	March 22, 2010
Giving Circle Member presentation	March 28, 2010
Notification of award	May 1, 2010